
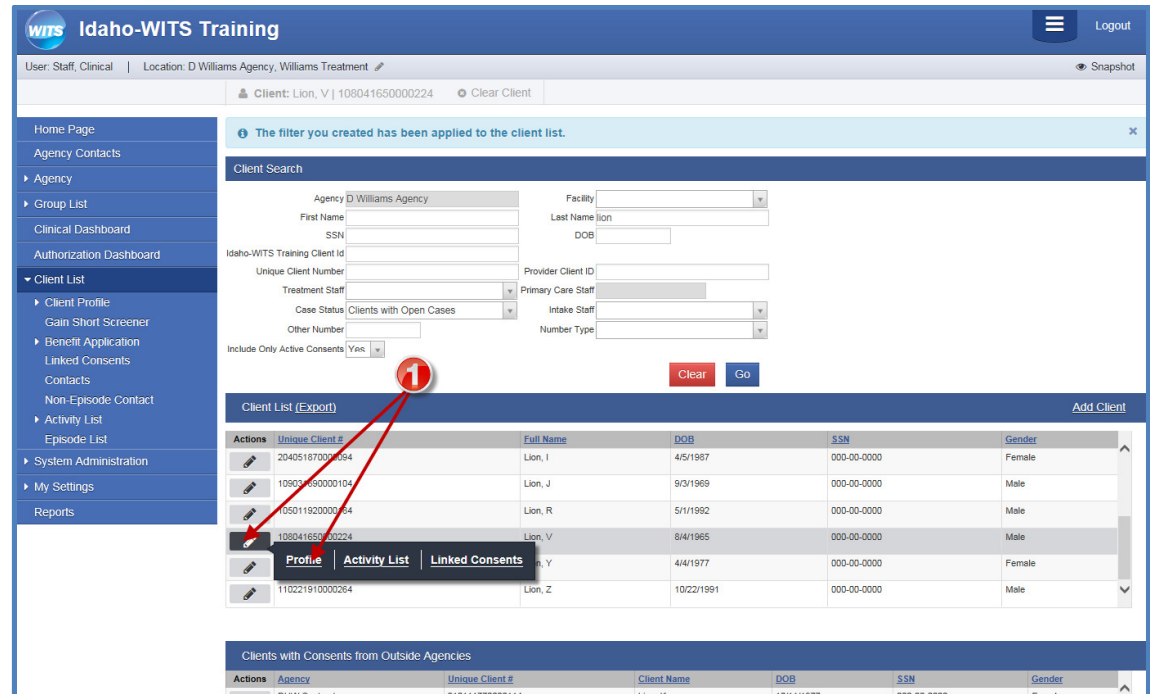


Authorization Change Request – Note to Authorizer for IYTP Clients

These instructions are to be used in the following situations.

- Client has an existing authorization and needs an additional Recovery Support Service (RSS).

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu) to generate the Client Search Screen, find client, click  and select Client Profile.



Idaho-WITS Training

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment | Snapshot

Client: Lion, V | 108041650000224 | Clear Client

The filter you created has been applied to the client list.

Client Search

Agency D Williams Agency | Facility |

First Name | Last Name Lion

SSN | DOB |

Idaho-WITS Training Client Id | Provider Client ID |

Unique Client Number | Primary Care Staff |

Treatment Staff | Intake Staff |

Case Status Clients with Open Cases | Number Type |

Other Number |

Include Only Active Consents Yes | Clear Go

Client List (Export) Add Client

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	2040518700000094	Lion, I	4/5/1987	000-00-0000	Female
	109001650000104	Lion, J	9/3/1969	000-00-0000	Male
	1050119200000064	Lion, R	5/1/1992	000-00-0000	Male
	108041650000224	Lion, V	8/4/1965	000-00-0000	Male
	108041650000224	Lion, V	8/4/1965	000-00-0000	Male
	1102219100000284	Lion, Z	10/22/1991	000-00-0000	Male

Profile Activity List Linked Consents

Clients with Consents from Outside Agencies

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
	DWILLIAMS	2040518700000094	Lion, I	4/5/1987	000-00-0000	Female

2. Select the **Authorization** on the Navigation Pane

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment | Generate Report | Snapshot

Client: Lion, V | 108041650000224 | Clear Client

Home Page | Agency Contacts | Agency | Group List | Clinical Dashboard | Authorization Dashboard | Client List

Client Profile

Alternate Names

Additional Information

Military Information

Contact Info

Collateral/Cust. Contacts

Other Numbers

History

Client Group Enrollment

Authorization

Employment

Allergies

Gain Short Screener

Benefit Application

Linked Consents

Contacts

Non-Episode Contact

Activity List

Episode List

Profile

First Name: V | Middle Name: | Last Name: Lion | Suffix: | Gender: Male | DOB: 8/4/1965 | SSN: 000-00-0000 | Provider Client ID: | Unique Client Number: 108041650000224 | State Client ID: | Record Created By: Buskey, Michelle | Last Updated By: Buskey, Michelle | Created Date: 3/4/2015 1:20 PM | Last Updated Date: 3/4/2015 1:20 PM

Driver's License: | Ac. Category: | Has paper file: Yes

Administrative Actions


Cancel | Save | Finish | ➔

Alternate Names

Actions	Last Name	First Name	Middle Name	Client Alias Type

Addresses

Actions	Address Type	Address	Confidential	Created	Updated
	Client Home	1205 Venus Circle Nez Perce, ID 87205	No	3/4/2015	3/4/2015

3. Click  and select **Profile** to review the active Authorization.

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment | Snapshot

Client: Test2, Iytp | 10713190000009Y | Clear Client

Home Page | Agency Contacts | Agency | Group List | Clinical Dashboard | Authorization Dashboard | Client List

Client Profile

Alternate Names

Additional Information

Military Information



Contact Info

Collateral/Cust. Contacts

Other Numbers

Authorization List

Add New Authorization Record

Actions	Auth #	Payor	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date
	S491		Pending	7/15/2015	9/30/2017	\$140.00	\$0.00	\$0.00	\$140.00	7/15/2015
	S493	IYTP [IYTP, IYTP2]	Active	7/16/2015	7/1/2017	\$140.00	\$0.00	\$0.00	\$140.00	8/17/2015

Profile

4. Click **Requests** under the Actions box.

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Authorization Dashboard

Client List

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Gain Short Screener

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment | Snapshot

Client: Test2, lytp | 10713190000009Y | Clear Client

Authorization

Group Enrollment: IYTP | Plan: IYTP | Authorization #: 5493 | Administering Agency: Provider Training Agency | Effective Date: 7/16/2015 | End Date: 7/1/2017 | Status: Active | Contract: IYTP2 - DHW-D Williams (IYTP) / 12/1/2014 - 9/30/2017 - IYTP-IYTP | Date Approved: 7/16/2015 | Updated Date: 8/17/2015 4:59 PM | Updated By: Staff, Clinical

Comments

Authorized Services List

Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units
IYTP GPRA Interview	4	\$140.00	\$0.00	\$0.00	4.00

Actions

Close | Requests

Total Authorized: \$140.00
Total Encumbered: \$0.00
Total Expended: \$0.00
Total Available: \$140.00

Finish

5. The Authorization Change Request List displays. Click **Add New**.

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Authorization Dashboard

Client List

Client Profile

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Other Numbers

History

Client Group Enrollment

Authorization

Employment

Allergies

User: Staff, Clinical | Location: D Williams Agency, Williams Treatment | Snapshot

Client: Test2, lytp | 10713190000009Y | Clear Client

Provider Authorization Change Request

Group Enrollment: IYTP | Plan: IYTP | Authorization #: 5493 | Effective Date: 7/16/2015 | End Date: 7/1/2017 | Status: Active | Contract: IYTP2 - DHW-D Williams (IYTP) / 12/1/2014 - 9/30/2017 | Date Approved: 7/16/2015 | Updated Date: 8/17/2015 | Updated By: Staff, Clinical | ATR Intake: 1/1/0001-

Comments

Authorization Change Request List

Actions	Date	Type	Service	Units	End Date	Status	Justification

Add New

5

Finish

6. The Authorization Change Request List displays. Select **Note to Authorizer**.

7. Enter **Comments**.

- **Request an additional RSS service** : name of the service, number of requested units, justification, and the name of the Stand Alone RSS provider.

8. Click **Save** and **Finish**.

This screenshot shows the 'Authorization Change Request Profile' form. The left sidebar contains a navigation menu with options like Home Page, Agency Contacts, Group List, Clinical Dashboard, Authorization Dashboard, and Client List. The main form area has fields for Type, Service, Units, End Date, Justification, Requestor Comments, Approver's Comments, Deny Reason, and Other Description. A red circle with the number 6 is positioned over the 'Type' dropdown menu, with a red arrow pointing to it and a text box that says 'Select the Type of Note To Authorizer'. At the bottom right, there are 'Cancel', 'Save', and 'Finish' buttons.

This screenshot shows the same 'Authorization Change Request Profile' form. A red circle with the number 7 is positioned over the 'Requestor Comments' text area, with a red arrow pointing to it. Another red circle with the number 8 is positioned over the 'Save' and 'Finish' buttons at the bottom right, with red arrows pointing to both. The 'Type' dropdown is now set to 'Note to Authorizer'.